

**PRESBYTERY OF NEW YORK CITY
PRESBYTERIAN CHURCH (USA)**

**POSITION DESCRIPTION
Interim Executive Presbyter**

POSITION DESCRIPTION AND PURPOSE

The Interim Executive Presbyter (IEP) is the Chief Executive Officer of the Presbytery of New York City who is responsible for the administrative operation of the Presbytery and supervision of its staff. As part of a team, working with the staff and the Presbytery at large, the IEP is responsible for leading in programs of reconciliation and spiritual renewal in a time of change, for assisting the Presbytery in restructuring its administrative staff, and for exercising pastoral concern for clergy and congregations so that the mission of the Presbytery can be accomplished.

ACCOUNTABILITY

The IEP is called and employed by the Presbytery and is accountable to the Presbytery for the implementation of Presbytery decisions through its governance and by its staff.

RESPONSIBILITIES

As the chief administrator and head of staff of the NYC Presbytery, the IEP shall have the following duties:

Presbytery:

Serves as the chief administrator accountable to the Presbytery for the implementation of Presbytery decisions in matters of strategy, program and resources; provides staff services for Presbytery councils, committees, and task forces, and serves as ex-officio of each and attending meetings when appropriate.

- Assists in nurturing and strengthening the churches of the Presbytery as they seek a common vision of mission to the city.
- Supervises executive and professional staff of the Presbytery, and provides for the supervision of support staff.
- Facilitates the Presbytery's work with the Lombard Mennonite Peace Center and any other consultants that may be deemed necessary.
- Serves as primary staff of the General Council, Committee on Ministry, Board of Trustees and Personnel Committee.
- Assists the Presbytery as appropriate in preparing and searching for a permanent Executive Presbyter.
- Ensures that the mission giving program of the Presbytery and the denomination are publicized among the congregations.
- Serves as officer of Presbytery-related corporations as specified by their by-laws.
- Coordinates with the staff and appropriate committees the Presbytery's ministry with pastors, sessions and candidates, giving attention to the needs of the diverse constituencies within the Presbytery.

- Serves as the AA/EEO officers of the Presbytery.
- Develops and implements in consultation with the Personnel Committee an annual performance review process for all staff.
- Provides oversight for the development of the annual budget.
- Facilitates long range planning, with awareness of the Presbytery's strategy for church growth/church redevelopment.

Denomination

- Liaises with appropriate individuals and agencies of the Synod and General Assembly for the enhancement of congregational life and ministry
- Interprets and advocate the interests of the Presbytery to the Synod and General Assembly, and the interests of the Synod and the whole church to the Presbytery.
- Coordinates the work of any Synod and General Assembly agency staff working with the Presbytery in accordance with arrangements and policies established in consultation with Synod and General Assembly.

Ecumenical

- Seeks opportunities to represent the Presbytery and to enhance its involvement in ecumenical relations and community affairs within the New York City area and across the denomination.
- Serves as representative and spokesperson for the Presbytery in ecumenical and interfaith relationships; and to the community and society in accordance with Presbyterian polity.

RELATIONSHIPS

In the capacity as head of staff, the IEP makes assignments of all staff to committees, councils, and Presbytery appointed task forces. The IEP is responsible for the supervision of all staff to the end that the work of Presbytery progresses harmoniously and effectively and shall conduct regularly scheduled meetings with all staff to assess and address related issues.

EVALUATION

The Personnel Committee shall undertake an annual performance review of the IEP in accordance with the current mission goals and policies of Presbytery and the Presbytery's Personnel Policies.

TERM

The Interim Executive Presbyter is elected for a term of two to three years and serves at the will of the Presbytery.

PERSON DESCRIPTION

Qualities:

- Possesses a strong Christian faith and commitment which is clearly expressed in

- practice.
- Relates well to individuals, laity and clergy and is able to understand their situations sympathetically in order to give advice and counsel.
 - Able to lead the Presbytery in setting and working towards realistic goals.
 - Have energy, imagination and vision and is able to receive and consider new information, and to develop, implement and interpret policies and programs.
 - Has an understanding of the vital relations of the churches to the Presbytery and to each other.
 - Is a member of the Presbyterian Church (USA) and has knowledge of its organization and resources.

Skills:

- Background in conflict management
- Experience and/or training as Interim Executive Presbyter for Presbytery, Synod or General Assembly
- Administrative skills: leading, managing, motivating, planning, evaluating, delegating
- Proven ability to interpret, advocate for, and manage change
- Experienced and conversant in stewardship of funds and property; budget administration
- Decision maker
- Team builder and leader in achieving and maintaining harmonious relationships among colleagues and professional staff
- Able to manage diverse and multicultural perspectives
- Excellent verbal and written communication capabilities and is proficient in the use of computer and other electronic communication technologies